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DD/A Registry
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MEMORANDUM FOR:   Deputy Director for Administration

FROM:             Donald E. Smith
                  Director of Training

SUBJECT:          Your Talk to the OTR Conference

25X1       1.   Attached is the schedule for the OTR conference to be held [        ] on 17, 18, and 19 October.  Please note that your scheduled appearance is now set for 0900 on Friday, 19 October 1979.

    2.   Everyone in OTR has been invited to the conference. Due to scheduling problems, some will be there all three days, while others will be attending only a day or two.  This will allow the maximum number of people to attend.  Attending are OTR careerists, individuals from other career services (primarily DDO), and from other career sub-groups of our Directorate, as well as contract and a few part-time employees.

    3.   Attached are some suggestions as to topics you might include on your talk.

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Donald E. Smith

Attachment

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Downgrade to UNCLASSIFIED
Upon Removal of Attachment

24 September 1979

## Agenda for OTR Conference

Wednesday, 17 October 1979

| | |
|---|---|
| 1100-1200 | Registration |
| 1200-1300 | Lunch |
| X1 1315-1330 | ☐ Welcome |
| 1330-1345 | Conference Welcome |
| 1345-1545 (w/break) | What's Ahead in the 80's-- a view of the Office of Training in the 80's through the eyes of the respective unit chiefs |
| 1600-1700 | Political Analysis in the 80's |
| 1700-1930 | Social Hour/Dinner |
| 1930- | "Intel in the 80's--A View from the NSC" |

Thursday, 18 October 1979

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| 0830-0930 | Ops Training--the Live Problem |
| 0930-1030 | Goals for the 80's |
| 1030-1200 | Brainstorming Sessions-- conferees will divide into groups to discuss important OTR issues; reports Friday a.m. |
| 1200-1300 | Lunch |

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| Time | Activity | |
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| 1300-1600 | OTR Fair--exhibits & demonstrations of OTR courses and activities; you will be able to participate in more than one activity.  Each program will be offered three times and last no more than 45 minutes. | OTR Units |

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| 1600-1700 | People for the 80's--The CT Experience | |
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| 1700-1900 | Social Hour/Dinner | |
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| 1900-2000 | New Developments in Personnel | Harry E. Fitzwater<br>Director of Personnel |
|-----------|-------------------------------|---|

| 2000- | Talent Night--see your peers in action as you have never seen them before; everyone is invited to join in. | |
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Friday, 19 October 1979

| 0830-0900 | Reports from Brainstorming Sessions | |
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| 0900-1000 | DDA | Don I. Wortman |
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| 1000-1030 | Break | |
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| 1030-1130 | Report on IG Survey--the DDTR will report on and lead a discussion of the survey of OTR | |
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| 1130-1200 | Awards and Closing Remarks | Donald E. Smith |
|-----------|----------------------------|-----------------|

| 1200-1300 | Lunch | |
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| 1300-1500 | Softball Game | |
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1. Language Training

   --An extensive effort went into the development and
     successful implementation of the new Language
     Incentive Program. The DDCI first expressed
     interest in really doing something about the loss
     of language skills this summer. By 1 October, a
     program to increase the language achievement
     awards, the new language use awards, and the
     language maintenance awards was developed and
     promulgated.

   --Greatly increased testing and administration work
     is required to make the program successful. There
     were approximately 1,300 language tests administered
     in FY 1978 and this activity alone has jumped to
     slightly over 2,000 in FY 1979. This new program
     has also taken up huge chunks of time in the
     development by the Language School of taped tests
     which can be sent overseas to test our people and
     then scored back at Headquarters.

   --An extra burden has been placed on instructors to
     conduct language training in the Headquarters
     Building.

   --The extra effort put forth by instructors to
     implement the program while continuing to carry
     out their other assignments is appreciated. This The
     challenge has been met by the Language School.

2. Information Science

   --Three new courses have been started and the
     Information Science Center classrooms are now
     well-equipped learning facilities. The Center
     obtained its own mini-computer and is making
     considerable savings.

   --The number of students taking Information Science
     courses in FY 1979 rose by 25 percent over FY 1978.
     Of those 60 percent were from the Intelligence
     Community and the balance from CIA.

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3.  Career Training Program

    --The success in meeting the DDO's requirement will
      more than double the size of CT classes now and
      into the foreseeable future. (I understand there
      was a small party that consumed a few bottles of
      "something" when the first class goal was reached. I
      ~~I hope they recover in time to meet the requirements~~
      ~~in the next class.)~~ shared that feeling)

    --This goal placed a real burden on the small CT Staff
      which could only be slightly augmented by volunteers
      who helped out with some of the interviewing.

HELPS ME  --Me (You might wish to say that the success of this
      endeavor makes you proud when you discuss the CT
      Program with John McMahon or at the DCI's meetings.

4.  Intelligence Training

    --A major effort is being made to meet the demand
      for training of NFAC analysts. DD/NFAC has stated
      he wants all NFAC analysts and branch chiefs to
      attend the Seminar on Intelligence Analysis.

    --Two other programs have been added to the Intelli-
      gence School curriculum--one for Ambassadors and
      the other for Deputy Chiefs of Mission.
                              the                    and cooperation
    --I ~~also note the high-level~~ interest in the effort
      now underway to include management training in
      both the Midcareer and Senior Seminar courses.

5.  Management Training
                                    done a good job of
    --The Management School has ~~recognized its programs~~
      for new supervisors, middle managers, and execu-
      tives, ~~with a view to a~~ balance of training in
      interpersonal skills, administrative procedures,
      and management systems in its programs

    --I know that you have been working with [          ]
      [          ] a consultant from [    ] on this
      revamping and that the Director is personally
      interested in the results.

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--All the Management School courses--for the rank
and file as well as supervisors--are designed to
give people ideas as to how they might increase
productivity and improve their on-the-job
performance.

--Also, training for the new performance appraisal
system will require much effort from the Special
Task Force over the next three months.

6. Operations Training

--A major effort is being exerted by the Operation
Training Division not only to provide operations
training for the larger numbers of Career Trainees,
but to expand the range of training courses offered
to Department of Defense personnel as well.

--The Military Attache Training Course has received
*many plaudits including* some of the best press we have ever received from
high officials in the Pentagon.

--The operations training program given in tutorial
sessions is also at a peak.

7. Training Support

--In any run-down of accomplishments, the supporting
organizations tend to get overlooked. Training
support of all kinds is critical to OTR--training
aids, record keeping, enrollment, audio-visual
aids, and regular administrative functions.

--The example par excellence, however, of unsung
work [                    ] The support
to operations training classes, to visiting courses,
and to conferences is always so smooth and so
skillful we tend to take it for granted.

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8. As you know, all of the above has been accomplished
while *you've* had to absorb a reduction in the resources
allocated to our efforts to provide the best training possible
for the Agency and its personnel. I know that OTR is being
challenged by a number of new requirements and that you will
approach these with a "can do" spirit.

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9. You might wish to give your views on the Directorate, its problems as you see them and any changes you might see. You might also wish to comment on the Agency from the vantage point of one who has worked in other federal agencies.

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